



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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DEPARTMENTAL BULLETIN NO. 1

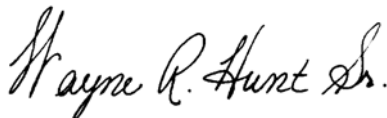
1 May 2004

TRAINING ON VIDEO TELECONFERENCE (VTC) SYSTEMS

1. This Bulletin applies to all individuals, offices and agencies within the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding training in the use of state Video Teleconferencing and Visual Information equipment currently installed in DMAVA facilities.
2. The video teleconferencing network and visual information facilities are for primary use by The Adjutant General, Senior Leadership, State Active Duty (SAD) operations, Homeland Security operations, and state offices and employees within the Department of Military and Veterans Affairs. Federal employees who are required to brief at the DMAVA HQ complex will have access to these systems. If you are a federal office or employee and your primary interaction is with the National Guard Bureau, Army National Guard or other Federal agency, please contact CPT Christine Mills at 609.562.0615 for availability of federal VTC resources and training.
3. Training on DMAVA video teleconferencing (VTC) systems and visual information equipment located at the Lawrenceville DMAVA headquarters building in Conference Room D and at Homeland Security Center of Excellence (HSCOE) in Conference Room H will be conducted monthly for the remainder of CY04 (See Enclosure 1). The VTC system in Conference Room D is representative of the type of VTC systems in the Atlantic City Armory, Fort Dix - Conference Room A, and the Sea Girt NGTC conference room. The Video Teleconferencing system in Conference Room H is representative of the type of VTC systems and Visual Information equipment in the DMAVA Executive Conference Room, the Brigadier General William C. Doyle Cemetery, DMAVA Conference Room A and the HSCOE facility Command Conference room, Future Operations room and Current Operations room.
4. Training will include instruction on how to plan, set-up, and conduct a video teleconference, how to use the Crestron control units, how to project PowerPoint and other presentations to plasma screens and overhead projectors, and how to map a DVD or videotape presentation to the display screens. Sample training outlines are attached to this bulletin (See Enclosure 2).

5. Initial training sessions will be dedicated to current state and federal employees designated as Video Teleconferencing Coordinators for existing sites on the Garden State Network (GSN) Emergency Operations Video Teleconferencing network. Each state Division, separate office or agency within our department is authorized to identify one individual for attendance at the follow-on, bi-monthly training sessions listed in this bulletin (See Enclosure 1).
6. Assistant Commissioners, Division Directors, Superintendents, and separate office managers are required to approve all VTC requests for training. Individuals desiring training in the operations of department video teleconferencing systems and visual information equipment must submit a Request for VTC Training form (See Enclosure 3) to the DMAVA Video Teleconferencing Manager, Mrs. Elizabeth Hutchison at least one week in advance of the scheduled training date. Seating is limited for instructional purposes and all requests will be handled on a first-come, first-serve basis.
7. Requests for training of federal personnel (other than GSN video teleconferencing site coordinators and/or their designated alternate coordinators) will be handled on a space available basis. Procedures for requesting training for federal employees are the same as above and must be approved by the appropriate J-Staff member.
8. Questions or inquiries concerning this bulletin should be addressed to the department Video Teleconferencing Manager, Mrs. Elizabeth Hutchison at (609) 530-7137 or email Elizabeth.Hutchison@njdmava.state.nj.us

OFFICIAL:



WAYNE R. HUNT, SR.
LTC, IN, NJARNG
Chief Financial and Information Officer
Director, F/IASD

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DISTRIBUTION: A, A1, E, F, S: FIASD, ID HRD, DVHS, DVP, DVS, HSCOE

3 Encls:

1. 2004 VTC Training Schedule
2. Conference Room D Training Outline / Conference Room H Training Outline
3. Request for Video Teleconference Training

2004 VTC Training Schedule

Month	Conference Room D	Conference Room H
May	27	13
June	17	10
July	22	15
August	19	12
September	23	16
October	21	14
November	18	17
December	16	9

All training sessions are scheduled from 9:00 am to 12:00 noon

VTC Training Outline – Conf Room H

VTC Instructions

- Turning System On

- Remote Locations

- Initiating a Call

- Phone Book

- Quad Display

- Turning System Off

Projecting PowerPoint and Other Applications to the Zydacron Screen

- Using Conference Table Laptop Computer

- Mapping to Plasma Screen(s)

Smart Board™

- Interactive Whiteboard Basics

- Orienting the Interactive Whiteboard

- Capturing and Sharing Information

Polycom

Tandberg Multicast Unit (MCU) Instruction

- Getting into the MCU

- Making a Conference Call

- Using the Phone Book

- Configuring a Conference

Playing a Videotape or DVD

- Plasma Screen Mapping

- DVD Player

- VCR

Contact Information

VTC Training Outline – Conf Room D

VTC Instructions

- General Startup

- Logon

- Setup

- Initiating a Call

- Phone Book

- No Audio

- Shutting Down

Projecting PowerPoint and Other Applications to the Zydacron Screen

- Using External Laptop Computer

- Using Internal Computer in Cabinet

Polycom

Smart Board™

- Interactive Whiteboard Basics

- Orienting the Interactive Whiteboard

- Capturing and Sharing Information

Tandberg Multicast Unit (MCU) Instruction

- Getting into the MCU

- Making a Conference Call

- Using the Phone Book

- Configuring a Conference

Playing a Videotape

- Monitor

- Software

- VCR

Contact Information

STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS
VTC/VI TRAINING
F/IASD

TRAINING REGISTRATION FORM
(Please use a separate form for each date or location)

Name: _____ Social Security # _____

Unit/Directorate/Section _____

E-Mail Address _____

Work Phone: _____ Home Phone _____

Type Of Employee (Admin Support, Professional, Management) _____

State Employee ☐

AGR or Federal Technician ☐

Previous VTC/VI training: _____

Windows Familiarity (Check One): ☐ Beginner ☐ Intermediate ☐ Advanced

Date Requested: _____

Check desired training location below:

☐ VTC/VI TRAINING IN CONFERENCE ROOM D

☐ VTC/VI TRAINING IN CONFERENCE ROOM H

Trainee Signature

Once this registration is confirmed, I will notify Visual Information Manager (609-530-7137) in advance of any changes in my schedule. This notification will be followed up in writing with the reasons for the change within five days.

Date

Signature

SUPERVISOR'S APPROVAL

I approve of this course registration request.

Supervisor's Name (Please print or type)

Supervisor's Signature

Supervisor's Telephone Number

DIRECTOR'S APPROVAL

I approve of this course registration request.

Director's Name (Please print or type)

Director's Signature

Director's Telephone Number

Copies of this form are available for download in MS Word Doc electronic format on the DMAVA Website at <http://www.nj.gov/military/publications/forms.html> . Hard copies are available by request at 609-530-7137